

**MINUTES  
OF THE TOWN OF HOLLYWOOD PARK  
REGULAR CITY COUNCIL MEETING  
ON TUESDAY, OCTOBER 19, 2021, AT 6:00 P.M.**

**I. CALL TO ORDER**

Mayor Villarreal called the meeting to order 6:00 p.m.

**II. INVOCATION**

Councilmember Moore

**III. PLEDGE OF ALLEGIANCE**

Mayor Villarreal led the Pledge of Allegiance.

**IV. ROLL CALL**

Members of the City Council present: Mayor Oscar Villarreal, Councilmembers Sean Moore, Debbie Trueman, Michael Voorhies, Delaine Hall, and Glenna Pearce.

**V. REPORTS / ANNOUNCEMENTS / PRESENTATIONS [1:19]**

1. Fire Department monthly report
  - Fire Chief John Butrico reported 53 calls for service in September with an average response time of 6 minutes and 6 seconds
2. Police Department monthly report
  - Police Chief Shad Prichard presented commendations to Officers Heavenly Reyes and Daniel Platte for their work on the bicycle registration program. He reported 600 calls for service, 101 citations, and promoted the National Prescription Drug Take Back on October 23.
3. Public Works Department monthly report
  - Public Works Director Kelly Cowan reported 15 Voigt Center rentals, 77 code enforcement cases, and road updates.
4. Finance monthly report by City Treasurer
  - Finance Director Fred Timmons reported on the strength of the City's financial position.
5. Administration Department monthly report by City Secretary
  - City Secretary Patrick Aten reported on new and upcoming procedures, 9 open record requests, the end of season swimming pool report and survey, 38 defendants in Municipal Court, 117 permits processed in September, and promoted the Candidate and Volunteer Forum in January.
6. City Attorney monthly report on any matter not posted on the agenda
  - Chelsea Mikulencak spoke about November 2 Election Day.
7. Mayor's monthly report on any matter not posted on the agenda
  - Mayor Villarreal reported on the Town's financial status, the new ladder truck, the storage space at Voigt Park, and citizen participation.

**VI. CITIZEN PARTICIPATION [33:36]**

W.D. Scott spoke about through traffic in Hollywood Park.

**VII. CONSENT AGENDA [37:25]**

1. Approval of the Minutes for the September 21, 2021 City Council Meeting.
  - Councilmember Pearce requested a time stamp for portions of the Minutes and server storage for Council meeting videos.
  - Councilmember Pearce moved to approve the minutes by adding "Councilmember Pearce presented the item by discussing Voigt Park Committee's testimonies". Councilmember Trueman seconded the motion which passed unanimously.
2. Acceptance of the Financial Statements as of August 31, 2021.
  - Councilmember Trueman moved to accept the financial statements as of August 31, 2021. Councilmember Moore seconded the motion which passed unanimously.

**IX. NEW BUSINESS [44:46]**

1. Discuss and consider approval of a resolution defining portions of Voigt Park.
  - Patrick Aten presented the item.
  - Councilmember Trueman asked to include the pool pavilion and the splash pad pavilion on the map. Mayor Villarreal asked to include the golf course gate.
  - Councilmember Trueman moved to approve the item with the additions. Councilmember Pearce seconded the motion which passed unanimously.
2. Discuss and consider possible action and provide direction to staff regarding Swimming Pool Rules.
  - Councilmember Pearce introduced the item.
  - Patrick Aten presented information about current pool rules, information about last pool season, and a community survey.
  - City Council reached a consensus to make mandatory the wearing of wristbands within the swimming pool area.
  - City Council reached a consensus for an accurate log to be kept of anyone using the swimming pool.
  - City Council reached a consensus for having an unarmed security guard, and no smoking or vaping allowed within the swimming pool area, splash pad, the pavilions, and the playgrounds. Staff will also bring an item to City Council in the future to discuss smoking in other areas of the park.
  - Jason Cherry with Aquatica provided information regarding pool rules.
  - City Council reached a consensus for no alcohol allowed in the swimming pool area.
  - Councilmember Pearce moved to adopt pool rules regarding mandatory wristbands, a pool log, no smoking, and no alcohol. Councilmember Moore seconded the motion which passed unanimously.

**VIII. OLD BUSINESS [2:10:41]**

2. Discuss and consider approval of an ordinance regarding alcohol consumption in Chapter 6 of the Code of Ordinances.

- Patrick Aten presented the item.
  - Councilmember Trueman moved to approve item. Councilmember Moore seconded the motion which passed unanimously.
3. Discuss and consider approval of an ordinance regarding fences in District C – Garden Home Residential District in Chapter 14 of the Code of Ordinances.
- Patrick Aten presented the item.
  - Councilmember Trueman moved to approve item. Councilmember Moore seconded the motion which passed unanimously.
1. Discuss and consider approval of a resolution adopting a lease agreement for storage space at Voigt Park.
- Chelsea Mikulencak introduced the item.
  - Council discussed their concerns with the draft agreement including the base rate, compounding interest, revisiting the agreement every five years, and the force majeure clause. Council gave direction to City Attorney to edit portions of the lease agreement.
  - Councilmember Pearce moved to set the initial lease term amount to \$3,100. Councilmember Trueman seconded the motion, which passed 3-2, with Councilmember Moore and Mayor Pro Tem Hall voting opposed.
  - Councilmember Moore moved to conduct a market survey every five years. Mayor Pro Tem Hall seconded the motion which failed 2-3, with Councilmembers Trueman, Voorhies, and Pearce voting opposed.
  - Councilmember Trueman moved to increase the interest by three percent one time, not compounded, as written. Councilmember Voorhies seconded the motion which passed 3-2, with Councilmember Moore and Mayor Pro Tem Hall voting opposed.
  - Councilmember Pearce sought clarification of finalized process of said lease. Chelsea explained she would make edits to the lease, send it to the other entities for review, they will make their own edits and return for negotiations.
  - Mayor Villarreal offered a storage shed to be placed on the Miller Lot.
  - Councilmember Trueman asked about recourse if the lease agreement is not accepted by HPCA and HPST. Chelsea clarified that because there is no lease agreement in place, the HPCA and HPST would be forced to vacate the premises.

## IX. **NEW BUSINESS** [2:56:06]

7. Discuss and consider approval of a resolution adopting a contract with PropertyRoom.com for auction services.
- Chief Prichard introduced the item.
  - Councilmember Trueman moved to approve the item. Councilmember Moore seconded the motion which passed unanimously.
6. Discussion of priorities regarding federal pandemic relief funds under the American Rescue Plan.
- Patrick Aten presented the item.

- Council suggested adding cyber security, lifepak machines, septic system at Triangle Park, and other ideas to the list.
3. Discuss and consider approval of a resolution naming the City Secretary as Public Information Coordinator for the purposes of receiving and processing open record requests.
    - Councilmember Moore moved to approve the item. Councilmember Trueman seconded the motion which passed unanimously.
  4. Presentation and discussion regarding the application process for city boards and committees.
    - Patrick Aten presented the item.
    - No action was taken.
  5. Discuss and consider approval of the appointment and reappointment of four individuals to the Economic Development Corporation Board of Directors for terms ending September 30, 2023.
    - Patrick Aten presented the item.
    - Councilmember Trueman moved to appoint Kristi Maxwell, Sean Moore, Adolfo Ruiz, and Delaine Hall to the Economic Development Corporation Board of Directors for terms ending September 30, 2023. Councilmember Voorhies seconded the motion which passed unanimously.
  8. Discuss and consider approval of an ordinance adopting a revised Personnel Policy Manual.
    - Councilmember Trueman presented the item and discussed minor edits and inconsistencies to address.
    - Council discussed accumulated sick leave, mandatory doctor's notes, and social media.
    - Councilmember Moore moved to limit sick leave accumulation to 48 hours per year and cut in half the current maximum caps. The motion died for lack of a second.
    - Councilmember Trueman moved to keep the current sick leave accumulation as it is. Councilmember Voorhies seconded the motion which passed 3-1-1 with Councilmember Moore voting opposed and Councilmember Pearce abstaining.
    - Council came to a consensus that a doctor's note is required if an employee is out three days and social media usage can be addressed by tweaking the policy.
    - Councilmember Trueman moved to approve the item with direction to edit the portions about doctor's notes and social media. Councilmember Moore seconded the motion which passed unanimously.

**X. ADJOURNMENT**

Mayor Villarreal adjourned the meeting at 9:53 p.m.

The minutes of this meeting were approved on November 16, 2021.

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Oscar Villarreal, Mayor

Attest:

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Patrick Aten, City Secretary